

The following is an outline of the Election Set-Up for the 2016 General Election. You may follow along with this outline as this is a software demonstration. The recorded webinar will be posted on the agency website most likely by Wednesday afternoon.

- I. Introduction
  - a. Presenters: Jodi Kitts, Michael Nelson
  - b. Moderator: Patrick Brennan
- II. Learning Center
  - a. Finding the Learning Center
    - 1. Easy Navigate
    - 2. WEC Website
    - 3. Electiontraining.gab.wi.gov
  - b. Login
    - 1. Username – same as WisVote login, but doesn't require SVRS\ in front of the username
    - 2. Password - no requirement for changing the password
  - c. Learning Center Home Page
    - 1. List of updated training materials
    - 2. Training "newsletter" to be sent by end of the month.
- III. Election Plans
  - a. Importance of correctly setting up election plans.
    - 1. Correct ballot style
    - 2. My Vote Users
      - i. Correct Polling Location & Sample Ballot
  - b. Election plans are reusable templates that list all of the reporting units within a municipality
    - 1. Templates are set up for every type of election.
    - 2. You cannot add a new election plan or delete an existing one.
    - 3. Election plans may be edited once set up
    - 4. Ensure all polling places are entered in WisVote before setting up or editing election plans.
  - c. Open the election plan for the 2016 Partisan Primary
- IV. Reporting Units
  - a. Rules for setting up reporting units
    - 1. Reporting units must be made up of a single ward or a combination of wards
      - a. Municipalities of 35000 or more are set up by wards.
      - b. Municipalities of less than 35000 may set up as a ward or combination of if the wards are made up of like districts.
    - 2. Reporting units may not cross state assembly, state senate, federal congressional or senate districts of cross county lines ( municipalities within multiple counties)
  - b. Add reporting units to the election plan
  - c. Copy Election Plans
- V. Poll Books
  - a. Poll books will be available to print on the 20<sup>th</sup> of October for the General Election. Until poll books are available to print a message will appear that the poll books are not available when the poll book tab is expanded

1. It is recommended that you wait a week after poll books are available to print to ensure registrations that are postmarked in the open registration period but received after open registration are printed on the poll book.
2. Printing Options
  - a. Single
  - b. Bundle multiple poll books
  - c. Scheduled
3. Exporting to file

#### VI. Adding Contests

- a. Contest Jurisdictions
  1. State of Wisconsin
  2. County
  3. Municipal
- b. Contests automatically entered based upon office position
- c. Manual Entry of Contests
  1. Referenda
  2. Special Contests
  3. Contests for new office positions
    - i. Call Elections Help Desk
- d. Add a contest for a referendum
- e. Contests complete and verifying contests you are responsible for

#### VII. Adding Candidates

- a. Add candidates from election information page
- b. Add candidates from the contest information page
- c. Candidates complete checkpoint and verifying candidates you are responsible for

#### VIII. Questions

#### IX. Wrap-up